



## Legislative Office Consultant I

POSTING NUMBER **22011**

DATE POSTED	<b>February 1, 2022</b>	APPLICATION DEADLINE	<b>February 28, 2022</b>
DEPARTMENT	Information Systems Division/Computer Support Center		
SALARY	Starting at \$3,600.00 per month. The council also offers a generous benefits package. Please click <a href="#">here</a> for more information.		
DESCRIPTION	Analyzes the legislative business process, recommends computer solutions, and provides technical services to client group. Assists Information Systems (IS)/Computer Support Center (CSC) project teams in developing, testing, maintaining, training others on, and supporting software applications designed for the legislature. Works under close supervision of team leader and is assigned a select group of member or central staff offices to support.		
RESPONSIBILITIES	<p>Primary responsibilities for this position include:</p> <ul style="list-style-type: none"><li>• Troubleshooting computer problems.</li><li>• Providing one-on-one training and support.</li><li>• Providing assigned offices with file retention assistance and user ID maintenance.</li><li>• Supporting client group inquiries.</li><li>• Processing calls and e-mailing requests originated by the IT Support Center.</li><li>• Coordinating the creation and update of the client group's office profile.</li><li>• Coordinating the computer setup of new client employees with appropriate IS staff.</li><li>• Marketing new software and disseminating information on new applications to the Capitol and district office staff members.</li><li>• Participating in the deployment of new software products and hardware, including pre-deployment and follow-up deployment office visits.</li><li>• Participating in beta testing and quality control for new applications and new hardware.</li><li>• Participating in routine office visits in assigned offices.</li><li>• Conducting surveys of legislative office staff.</li></ul>		

# TEXAS LEGISLATIVE COUNCIL

P.O. Box 12128, Capitol Station | Austin, Texas 78711-2128 | (512) 463-1155

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Joint Chair



- Acting as a resource for the Media and Education Department regarding class curriculum development and documentation.
- Producing written documentation as requested.
- Working on special project teams as assigned by CSC management.
- Communicating with supervisor and other IS teams regarding technical issues.
- Maintaining computer software skills through group participation, self-supervised learning, and training.
- Performing other duties as assigned.

## QUALIFICATIONS

Experience working with computers. An understanding of the legislative process desirable. Graduation from a four-year college or university or equivalent. Experience and education may be substituted for one another.

Minimum qualifications for this position include:

- Knowledge of computers and computer terminology.
- Knowledge of political protocol and sensitivity.
- Strong skill in oral and written communication.
- Strong organizational skills.
- Skill in spelling, punctuation, and grammar.
- Skill in typing.
- Skill in customer service.
- Skill in diagnosing and solving computer problems.
- Ability to learn a broad range of personal computer applications.
- Ability to work well under pressure and meet deadlines.
- Ability to use word-processing applications.
- Ability to handle multiple tasks.
- Ability to work overtime.
- Ability to maintain confidentiality of material and information.
- Ability to maintain regular attendance and punctuality.
- Ability to work well with others.
- Ability to work as a member of a team.

## TO APPLY

To be considered, an applicant must submit a resume and a completed State of Texas Application for Employment (available on the council's website: <https://tlc.texas.gov/employment>).

Submit requested documentation by:

### Email

[TLCCareers@tlc.texas.gov](mailto:TLCCareers@tlc.texas.gov) (preferred method)

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## **Fax**

(512) 936-1064

## **Mail**

Human Resources Office  
Texas Legislative Council  
P.O. Box 12128, Capitol Station  
Austin, Texas 78711-2128

**As a condition of employment, legal proof of authorization to work in the U.S. must be provided.**

**Requests for accommodation and/or services in the application process should be made to the above-cited contact.**